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### Scope of Work

Government Liaison, Facilitation and Partnership Project  
Traaen & Associates, LLC

#### Purpose

The purpose of this of this project is to establish agreement for services between the Arizona Developmental Disabilities Planning Council (ADDPC) and Traaen & Associates (TA). The project is being developed as a part of interrelated services linked to accessing information, conducting thorough analysis of informational content, distribution of information, and development of skills among Council staff and members regarding these tasks and legislative activities tied to issues impacting persons with developmental disabilities and their families in Arizona.

#### ADDPC State Plan Goal Validating this Project

Goal 3: Empower persons with developmental disabilities, their families, and others who support them by linking them to information that promotes informed decision making about choices and their quality of life.

Objective 2: Provide information and/or link people to reliable information in a variety of formats on topics that are important to persons with developmental disabilities, their families and others who support them.

#### Partnership Development and Advocacy Pertaining to Legislative Activities

This proposal will engage the ADDPC and the TA in collaborative facilitation and partnerships with the following organizations:

- Arizona Department of Economic Security, Developmental Disabilities Division (DDD).
- Arizona State University, Morrison Institute of Public Policy (MI).
- National Association of State Directors of Developmental Disabilities Services (NASDDDS).
- Other federal, state, county and municipal agencies identified.
- Other educational institutions, including University Centers for Excellence in Developmental Disabilities located in Arizona and nationally.
- Other Protection and Advocacy organizations located in Arizona and nationally.
- Non-profit groups, self-advocacy organizations and other consumer groups and/or organizations.

## Tasks

1. Develop, maintain and expand the Council's presence at all levels of government, including community stakeholder meetings, in order to effectively advocate, partner, and represent the Council on issues that have been determined to have impact or potential impact in the developmental or intellectual disability community.
2. Review, analyze and report to the Executive Director of the Council, and / or Council Members, on policy, procedure, rules and regulations , legislation and /or reports presented, to include but not limited to, tracking all pending and / or proposed legislation and policy at any level of government that may impact persons with developmental disabilities and their families.
3. Facilitate the development of skills among Council staff and members and support them in becoming effective in representing Council information at hearings, community meetings, other boards and commissions, and legislative inquires.
4. Facilitate processes for the development of effective communication on a weekly basis with the Executive Director of the Council, and /or the Council Members regarding current status of pending matters and prepare weekly and monthly written reports while the legislature is in session. Attendance at Council meetings may be required.
5. Facilitate the development of strategies that allow for partnerships with key contacts at various levels of government and community groups to communicate and educate them on issues that affect persons with developmental or intellectual disabilities, and their families, on pending legislation, funding and policies.

## Period of Agreement

This project will commence upon award signature through June 30, 2013.

## Budget

Contractor shall not exceed \$49,000.00 for the contract period.

### **Background Information and Experience for Teri Traaen**

- Current CEO/Owner of Traaen & Associates, LLC. The firm specializes in providing direct services to the public sector, not for profit and private sector clients in the areas of:
  - Public Policy Analysis
  - Compliance and investigations
  - Leadership and program initiatives
  - Customized training and facilitation including keynote and workshop speakers
  - Leadership retreats
  - Curriculum design
- Previously served as the Director of Advocacy/Candidacy for Arizona with the Grand Canyon Synod, ELCA.
  - She was a registered lobbyist from 2007-2012 with the Arizona State Legislature. She did legislative lobbying, public policy advocacy, grant writing, facilitation, personnel policy author/editor, and conference presenter.
- Previously served in a Human Resources capacity for: the City of Scottsdale, the City of Tucson, the City of Peoria, Paradise Valley Unified School District, and Central Arizona College.
- She has earned a Doctor of Public Administration as well as a Doctor of Education both from ASU.
- Faculty Experience includes:
  - ASU-College of Public Programs-School of Public Affairs- Adjunct Faculty Member
  - Central Arizona College- Pinal County Community College District
  - Maricopa County Community College District- Associate Faculty Member
  - Northern Arizona University- Associate Faculty Member graduate programs
  - University of Arizona –School of Government & Public Policy – Adjunct Faculty Member
- She has multiple Career Leadership Affiliations and has written over 10 Professional Publications.

This is just a short list of accomplishments that Teri Traaen has completed for various entities. After the staff met with Ms. Traaen, we felt that she would be a strong fit with how the council would like to proceed with Public Policy moving forward.