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Morrison Institute Scope of Work Proposal for Arizona Developmental Disabilities Planning Council

Morrison Institute for Public Policy, Arizona State University (MI), shall provide consultation services to the Arizona Developmental Disabilities Planning Council (ADDPC) in the areas of state and national, political, social and consumer issues and trends affecting person with developmental disabilities and their families. This shall include research, development of policies and position papers and assistance in public policy activities related to the ADDPC and the current Five Year Plan. MI shall begin work on the date of contract signatures through the following 12 months.

More specifically MI shall:

- a) Provide bi-weekly fact sheets to be posted on the ADDPC web site and distributed in the manner determined in agreement between ADDPC and MI.
- b) Research, write and present abstracts, reports and position papers on topics important to persons with developmental disabilities and their families as the issues pertain to ADDPC Five Year Plan, mission statement and values. Research shall be based upon valid, reliable and verifiable resources that produce accurate data suitable for review by consumer, professional and legislative bodies. The number of major research papers is not to exceed six over a twelve month period.
- c) In coordination with the ADDPC Executive Director, MI will assist in developing responses to written and oral questions and requests for information pertaining to important policy issues.
- d) Attend and participate in scheduled Standing Committee and Full Council meetings upon request.
- e) Attend, as necessary, community and governmental meetings (in person and by telephone) pertaining to public policy analysis and development.
- f) Complete telephone calls and personal meetings with community and governmental organizations to introduce the ADDPC as a policy resource and a potential partner for dealing with shared issues affecting persons with developmental disabilities and their families.
- g) As needed participate in the development and implementation of the ADDPC Five Year Plan in translating public policy goals into policy statements and performance measures.

- h) Under no circumstances can MI serve as the lobbying arm for ADDPC. As a non-partisan organization, and a state agency, MI must maintain a neutral, third-party status and not advocate for political positions on issues. This does not preclude MI from doing due diligence on ADDPC issues, providing position papers on those issues, or making recommendations to ADDPC.

MI shall provide its own internet access.

MI will provide ADDPC with a three member team to meet the identified assignments. Dr. David Daugherty, Director of Research for Morrison Institute will serve as overall project coordinator, CJ Hagar, senior policy analyst, will serve as primary investigator, and Erica Edwards, MI research assistant, will serve as primary research specialist. Resumes are attached. Further, Morrison will call upon other staff members, as appropriate, to meet its commitment to ADDPC.

Annual Cost: \$45,000

Convening of People with Developmental Disabilities/Stakeholders

Morrison also proposes organizing and hosting three two to three hour public gatherings – tentatively, one in the Phoenix metro area, one in Tucson and one in Flagstaff - to present and discuss issues germane to people with developmental disabilities, issues in need of discussion and resolution, and suggestions for the state in moving forward with crafting policies. These events would serve the purpose of not only providing a forum for discussion, and opportunity for people with disabilities to get their voices into the discussion, but would also help raise the profile of this underpublicized Arizona citizen group. The events could include, but not be limited to, the following:

- Brief presentation of a report on the current status of people with developmental disabilities – and policies surrounding advancing inclusion for that population (the report would be researched, compiled and presented by Morrison staff)
- A three or four person panel will discuss the issues – responding to questions from a moderator – and present their positions on the issues surrounding the state's policies relative to people with developmental disabilities. The panel discussion will take 30-45 minutes, followed by a question & answer session with the audience.
- A professional facilitator will be engaged to manage discussions and encourage questions and comments from the audience. Audience feedback, comments and questions are critical to the event. While the event will be open to all, invitations will be sent to local decision-makers, legislators, DD professionals and to Morrison's 1000+ mailing list of civically active citizens. DDPC will provide a list of individuals/organizations they would like to invite to the event in each of the three communities. Most critical, we would seek out and invite people with disabilities and caretakers to attend the event. Recruitment of these individuals

will require detailed work so we can be assured we are hearing from those not often a part of these discussions. Again, one of the primary goals is to hear from this consumer group about their problems, issues, potential solutions and thoughts on public policy related to people with disabilities. We would plan for approximately 100-150 attendees, per event.

- Media will be invited and Morrison will handle news releases, interviews with media and all communication related to the event.

All decisions related to the event – topics addressed, panelists, facilitator – will be made in conjunction with DDPC and Morrison.

Event cost: \$8,000 per event (\$24,000 for the three events, cost can vary depending upon speaker costs, food, venue, etc.)

Report: \$10,000

Total for three events plus report: \$40,000

Focus Groups

Morrison Institute proposes convening four focus group discussions addressing public policy issues related to people with disabilities. Two groups of people with disabilities – 10 attendees in each group, and two groups of caretakers for people with disabilities will be convened. Groups will be moderated by Dr. David Daugherty from Morrison Institute, who has moderated more than 2000 focus groups during his career. Recruitment of attendees will be done in cooperation with and guidance from ADDPC. This would allow ADDPC to learn where these two critical audiences stand on DD related issues and the direction they believe state policy should move. If DDPC chooses this option, we suggest it be done prior to the above described event so the results can be rolled out at the event.

Cost: \$3,000 per group

Total cost: \$12,000

