



Scope of Work Proposal
Public Policy Support and Consultation
Morrison Institute of Public Policy, Arizona State University

Purpose

The purpose of this project is to establish an agreement for services between the Arizona Developmental Disabilities Planning Council (ADDPC) and the Morrison Institute of Public Policy, Arizona State University (MI). The project is being developed to:

- Establish a contractual relationship with MI as an organization that is recognized both in Arizona and nationally as an expert in research and public policy analysis for various agencies and interests. In 2012 MI established a foundation of knowledge and information on issues related to developmental disabilities as a contractor representing the interests of the ADDPC.
- Assist the ADDPC in maintaining an ongoing awareness and understanding of public policy issues occurring within Arizona drawing upon resources and capacity unique to MI, while also leveraging current and new relationships regionally and on a national level.
- Assist the ADDPC in obtaining accurate and current data related to public policy issues pertinent to developmental disabilities as they apply to developmental disability issues 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.

Partnerships

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

- Arizona Department of Economic Security, Developmental Disabilities Division (DDD).
- National Association of State Directors of Developmental Disabilities Services (NASDDDS)
- Other federal, state, county and municipal agencies identified during the course of this project.
- 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. Research, write and present abstracts, reports and position papers on topics important to persons with developmental disabilities, their families and other Arizona stakeholders on issues pertaining to the ADDPC Five Year Plan, Mission Statement and Values. Research shall be based on valid, reliable and verifiable resources that produce accurate data suitable for review by consumers, professionals and public-policy makers. MI will actively collaborate with those organizations identified in the Partnership section of this document in development of all abstracts, reports and position papers.
2. Attend and participate in scheduled Standing Committee and Full Council meetings upon request.
3. As needed, participate in the development and implementation of the ADDPC Five Year Plan by translating public policy goals into policy statements and performance measures.
4. Convene persons with developmental disabilities and identified stakeholders for 4 public forums. The meetings will be held in various locations across Arizona, targeting unserved or underserved persons with developmental disabilities, their family members and stakeholders, with the goal of involving persons not normally offered an opportunity to participate in public forums. The design of the forums will include the following:
 - Identification of geographic locations that have capacity to host public forums through specific outreach to attendees who represent underserved and/or unserved areas as established by location, ethnic group or other variables agreed to by the ADDPC.
 - Develop forum structure within sufficient time frames to present information on issues of importance and obtain public comment that can be analyzed into quantifiable data.
 - Present information using a variety of communication methods that emphasize ease of understanding, are portable and validated by effective research.
 - Develop and administer a system of supporting transportation (such as mileage stipends) that will encourage persons with developmental disabilities, family

members and other stakeholders who do not have access to or cannot afford transportation to attend.

- Anticipate special needs by selecting forums sites that are fully accessible.
 - Anticipate health care special needs by including beverages and food costs as supply expenses within the prepared budget.
5. Convene three focus groups in Arizona to address issues identified in the public forums. The location of focus groups will emphasize involvement of participants who are not normally offered the opportunity to become involved in public policy development and will be tied to unserved/underserved persons with developmental disabilities their families and stakeholders within Arizona.
 6. Develop written reports and data that analyze the findings of the public forums and focus groups. Data generated should be of the nature that it can be used to update the ADDPC Comprehensive Review.
 7. All activities and approaches used within this agreement will be based on cultural sensitivity and competent practices as defined within the Developmental Disabilities Assistance and Bill of Rights Act of 2000.

Pricing

Annual Cost for research/reports (Items 1-3, above):	\$45,000
Event cost: \$11,000 per event (\$44,000 for the four events)	
Report/content for events: \$10,000	
Total for events (Item 4, 6 above):	\$54,000
Focus groups (Items 5, 6 above): \$3,000 per group	
Total focus group cost:	\$9,000
Total	\$108,000