



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

**NASDDDS Scope of Work Proposal for Arizona Developmental
Disabilities Planning Council**
August 3, 2012

Purpose

The purpose of this project is to establish an agreement for services between the Arizona Developmental Disabilities Planning Council (ADDPC) and the National Association of State Directors of Developmental Disabilities Services (NASDDDS). The project is being developed to:

- Establish a consultative relationship with NASDDDS as an organization that is involved in developmental disability issues at a national level, with expertise in analysis that can provide information, technical assistance and collaborative resources to work jointly with Arizona based organizations interpreting and developing product outputs related to developmental disability policies.
- Assist the ADDPC in maintaining an ongoing awareness and understanding of public policy issues occurring nationally and within individual states that affect persons with developmental disabilities and their families in Arizona.
- Assist the ADDPC in obtaining accurate and current data related to public policy issues pertinent to developmental disabilities nationally and within individual states that apply 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 NASDDDS in collaborative partnerships with the following organizations:

- Arizona Department of Economic Security, Developmental Disabilities Division (DDD).
- Arizona State University, Morrison Institute of Public Policy (MI).
- 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.

Activities

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. Shall begin work on the date of contract signatures through the following 12 months.

More specifically shall:

- a) Prepare up to five 2 to 4 page brief, authoritative topical fact sheets to be posted on the ADDPC web site and distributed in the manner determined in agreement between ADDPC and NASDDDS.
- b) Research and prepare outcome-focused 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. Reports, position papers and recommendations for action will draw on data from the best available evidence on developmental disabilities service delivery and practice. Valid and reliable sources will be used to the extent that such information is available. Each work product will be designed to meet the needs of one or more target audiences including consumer, professional and legislative bodies. Four research papers of 15 to 25 pages in length will be prepared and delivered over the twelve month contract period.

Research papers topics will be selected by ADDPC in collaboration with the Arizona Division of Developmental Disabilities. Possible examples include:

- Description and analysis of state strategies for supporting individuals with co-occurring developmental disabilities and mental illness with recommendations for promising practices.
- Development of guides and training materials specific to the relationship between families and individuals with autism and other disabilities.
- Analysis of service system performance, outcomes and trends based on an analysis of Arizona's National Core Indicators data and in comparison with National NCI data with recommendations for program improvements.
- Effective strategies for supporting self-advocacy.
- An analysis of the implications and opportunities for states in the new Medicaid State Plan options, (i), (j), and (k).

- c) In coordination with the ADDPC Executive Director, assist in developing responses to questions and requests for information pertaining to important policy issues; up to 3 hours per month.
- d) Assist ADDPC and the Morrison Institute prepare for community and governmental meetings pertaining to public policy analysis and development; up to 3 hours per month.
- e) Participate in the development of materials to assist ADDPC in implementing its Five Year Plan in translating public policy goals into policy statements and performance measures; up to 35 hours per year.
- f) Under no circumstances can serve as the lobbying arm for ADDPC. As a non-partisan organization, and a state agency, must maintain a neutral, third-party status and not advocate for political positions on issues. This does not preclude from doing due diligence on ADDPC issues, providing position papers on those issues, or making recommendations to ADDPC.

Shall provide its own internet access.

Budget Request Form

Contractor Name: National Association of State Directors of Developmental Disabilities Services

Contractor Address: 113 Oronoco St., Alexandria VA 22305
Street Address City State Zip

Project Name: Developmental Disabilities Policy Development Project

Budget Category	Requested ADDPC Funds	Non-Federal Cash Match	Non-Federal In-Kind Match	Total Program Cost
Personnel/Salaries	19,400	-	11,250	30,650
Fringe Benefits	4,850	-	2,813	7,663
Supplies / Operating Expenses	130	-	143	273
Travel	1,530	-	-	1,530
Rent or Cost of Space			794	794
Contracted Services / Professional Services	15,000	-	-	15,000
Administrative / Indirect Costs	4,091	-		4,091
Total Costs	45,001	-	15,000	60,001

It is understood that Non-Federal Funds Identified in this budget will be used to match only ADDPC Federal Funds, and will not be used to match any other Federal Funds during the period of the ADDPC funded Project.

Additional description and background information shall be included as a budget narrative, including for match. The contractor agrees to submit additional background information to the ADDPC upon request.

Nancy Thaler
 Name of Certifying Official

Executive Director
 Title of Certifying Official

703-683-4202 nthaler@nasdds.org
 Phone Email

Arizona Developmental Disabilities Planning Council Project
Budget Narrative
National Association of State Directors of Developmental Disabilities Services
August 17, 2012

Personnel

Research, report writing, and technical assistance will be provided by NASDDDS staff members with relevant experience and expertise in the particular area under consideration as identified by the Scope of Work. Project activities will be billed at the standard rate of \$90.00 per hour for each hour of staff time for a total of 216 hours. An additional 125 hours will be provided as "donated" in-kind contribution. Depending on the topical nature of the report being written or the technical assistance provided one or more staff members may be involved. And, each staff member may be participate in multiple projects.

Hours and costs reflect estimates of the amount of time each staff will devote to the project. It is important to note, however, that project related time estimates may vary depending on the nature of the work with some staff working more hours than anticipated and other staff working fewer hours than anticipated up to the maximum time allotted to the project.

Charles Moseley Ed.D., NASDDDS Associate Executive Director will be the Project Director for this contract. Dr. Moseley will organize and review project activities, assign tasks to relevant staff with expertise and oversee and contribute to the production of materials consistent with the project scope of work and perform other administrative responsibilities. It is estimated that he will devote 44 hours over the course of the project for a total of \$4,000. Fringe benefits are included at a rate of 25% or \$1,000.

An additional 24 hours totaling \$2,160 will be donated to the project as an in-kind contribution.

Nancy Thaler MS, NASDDDS Executive Director, will serve as Senior Project Advisor and will be responsible for reviewing project work products, contributing to the content of reports and performing other responsibilities consistent with the contracts scope of work. It is estimated that Ms. Thaler will devote 11 hours to the project for a total of \$1,000. Fringe benefits are included at a rate of 25% or \$250.

An additional 24 hours totaling \$2,160 will be donated to the project as an in-kind contribution.

Barbara Brent MS, NASDDDS Director of State Policy will serve as the State DD Policy Expert and will be responsible for writing and contributing to the production of materials with direct application to state policy and practice, Medicaid policy and funding, managed care, autism resource allocation, rate setting and a range of other topics. It is estimated that Ms. Brent will devote 44 hours to the project for a total of \$4,000. Fringe benefits are included at a rate of 25% or \$1,000.

Ms. Brent will donate an additional 15 hours totaling \$1,350 as an in-kind contribution to the project.

Robin Cooper MA, NASDDDS Director of Technical Assistance will serve as the Medicaid Policy Expert on the project and will be responsible for writing and contributing to the production of materials with direct application to Medicaid and federal policy. She will prepare written materials and review work products addressing Medicaid rules, regulations and state-federal practices. It is estimated that Ms. Cooper will devote 44 hours to the project for a total of \$4,000. Fringe benefits are included at a rate of 25% or \$1,000.

Ms. Cooper will donate an additional 15 hours totaling \$1,350 as an in-kind contribution to the project.

Rie Kennedy Lizotte MBA, NASDDDS Director of Community Practice will serve as the Employment Policy Expert for the project and will be responsible for writing and contributing to the development of materials on employment for people with intellectual and developmental disabilities. Ms. Kennedy-Lizotte will also contribute to products dealing with resource allocation, person-centered systems change and state and federal employment policy. It is estimated that she will devote 22 hours to the project totaling \$2,000. Fringe benefits included at a rate of 25% equal \$500.

Ms. Kennedy-Lizotte will donate an additional 15 hours totaling \$1,350 as an in-kind contribution to the project.

Dan Berland, NASDDDS Director of Federal Policy will serve as the Federal Policy Expert for the project and will be responsible for preparing, editing and contributing to the development of products and activities with federal policy implications. It is estimated that Mr. Berland will devote 33 hours to the project totaling \$3,000. Fringe benefits included at a rate of 25% total \$750.

Mr. Berland will donate an additional 15 hours totaling \$1,350 as an in-kind contribution to the project.

Megan Rose, NASDDDS Office Manager will provide administrative support to the project, preparing invoices and tracking expenditures. She will devote 16 hours to the project totaling \$1,400. Fringe benefits are included at 25% equaling \$350.

An additional 17 hours will be provided as a donated in-kind contribution totaling \$1,530.

Fringe benefit costs associated with the in-kind contributions total \$2,801.

Summary of Personnel Costs

Total salaries paid under this contact:	\$19,400;	In-kind contribution: \$11,250
Total Fringe Benefits:	4,850;	In-kind contribution: \$2,813

Contractual

Contractor Payments. A total of \$15,140 will be available to cover the costs of consulting with experts in the field related to the development of the various work products identified in the Scope of Work.

Travel

Travel. Funds are included for one person to go to Arizona to meet with the DD Planning Council regarding the contract including:

- Round-trip airfare at \$1,000
- Two night at a hotel at \$141 per night totaling \$282
- Meals for 2 days at \$54.00/day (GSA Rate) totaling \$108. Total travel equals \$1,390.

Other

Expenses Classified as Other include Printing and Supplies at \$130. Donated Other costs include \$200.

Rent or Space Costs related to this contract are donated as an in-kind contribution and amount to \$794.

Total Direct Costs

Total direct expenditures are \$40,910.

Indirect Costs

Indirect costs are included at 10% totaling \$4,091. These expenses cover a portion of the costs related to operations.

Total Project Costs

The budget includes project costs totaling \$45,001 and donated in-kind costs of \$15,000. Total Budget - \$60,000.