



Scope of Work for Council Sponsorship for Conferences - 2014-2015 YR

draft.mcrane.4.10.14

Section 1. Eligibility & Availability of Funds:

Eligibility

This solicitation is open to the following organizations/agencies:

- Non-profits or for-profits
- Government agencies
- Or a combination of the above

Previous funded Conferences awarded in 2012 and 2013 will not be eligible for award unless the proposed Conference demonstrates a significant changes from previously funded events in one or more of the following areas:

- (1) Expanded geographic outreach and involvement of participants with a special emphasis on unserved or underserved populations;
- (2) Adapted and multiple topic presentations that demonstrates a clearly defined and new focus on previously unaddressed subject matter that is of importance to persons with developmental disabilities and their families;
- (3) New methods of presenting information that will expand outreach to new populations who previously have not had the ability or capacity to participate.

Availability of Funds

The total amount of funding available for this Scope of Work is \$100,000. Applicants shall only apply for a maximum amount of \$10,000. All costs shall be considered to perform the Conference and a Post-Conference Evaluation. One request per applicant shall only be submitted.

Section 2. Purpose & Other Requirements:

The Arizona Developmental Disabilities Planning Council (ADDPC) will make available funds to sponsor conferences, seminars, workshops, symposiums or other planned events (referred to in this solicitation as Conference) of which the primary purpose is to support the dissemination of information relevant to individual persons with developmental disabilities, their families, caregivers, professionals that work with this population, and other stakeholders.

Conferences funded must take place in the State of Arizona. (Term: The contract period shall be a one-year with no options for renewal).

Information provided by the applicants shall support the Council's Goal and Objectives for Information Sharing, as stated in the Council's Five Year State Plan 2012-2016:

ADDPC Goal: "The Council empowers persons with developmental disabilities and their families by providing information that promotes informed decision making when making choices and seeking the highest quality of life".

ADDPC Objective 1: "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"; and/or

ADDPC Objective 2: "Educate at least 20 persons with developmental disabilities, their families, and others who support them about how to access the information they need/want".

Section 3. Conference Themes:

The ADDPC is suggesting various topics for applicants to consider either as a Conference theme or individual tracks. This is not a comprehensive or mandatory list; however, the ADDPC **may give preference** to an applicant that will propose one of these topic areas. The applicant may suggest other topics of their choice that best meets the Goal and Objectives of the ADDPC for Information Sharing.

- a. Conferences that have as a theme or multiple tracks that address self-employment, establishment of micro-businesses or small business development aimed at persons with intellectual/developmental disabilities.
- b. Conferences that have as a theme or multiple tracks that address family caregivers' responsibilities with aging adults that have an intellectual/developmental disability.
- c. Conferences that have as a theme or multiple tracks that address how parents/caregivers/guardians can manage challenging behaviors in the home for a person with an intellectual/developmental disability.
- d. Conferences that have as theme or multiple tracks that are designed for parents building positive relationships with policymakers, (school) administrators and professionals as a means to effect change.
- e. Conferences that have as a theme or multiple tracks that address how persons with developmental disabilities can effectively communicate with and work with emergency personnel during critical times, such as during 911 calls to police or fire department, home evacuations, or other events;
- f. Conferences that address oral health needs of adults with developmental disabilities which may include any of these sub-topics: conditions and oral health difficulties that impact persons with developmental disabilities; oral health care and interventions necessary to prevent the onset or expansion of oral health disease; demonstrated techniques relevant to caregivers and adult consumers that facilitate daily care to prevent oral health disease; discussion of adaptive techniques that support clinical treatment by oral health professionals; nutritional components that support the oral health of persons with developmental disabilities; pharmacological implications in prevention and treatment of dental disease; available community resources providing free or reduced rate oral health care services to persons with varied developmental disability needs; updates on payment systems available to support preventative and ongoing oral health care.

- g. Conferences addressing the development of individual skills necessary for a person with developmental disabilities to become an effective and independent self-advocate along with tracks addressing organizational development of self-advocacy groups created free from the influence of sponsoring organizations.
- h. Conferences featuring engagement of county or municipal government to support enhanced programs that result in persons with developmental disabilities having increased opportunities and access to competitive, integrated employment, transportation, housing and social inclusion.

Section 4. Tasks:

The applicant shall provide a Conference of which the primary purpose is to support the dissemination of technical information to individual persons with developmental disabilities, their families, caregivers, professionals that work with this population, and other stakeholders.

As part of the applicant's narrative description, the Methodology shall address each Task to plan and execute a Conference by the end of the 9 month contract period. Beginning in the 10 month through the end of the 12 month contract period, the applicant shall implement a **Post Conference Evaluation Survey** to a minimum of 30% of the Conference participants that will address outcome measurements (see page XX in RFGA). The final collected data shall be submitted thirty days after the Contract Period. The cost to carry out the Post Evaluation Conference Survey shall be included in the applicants overall budget request, as no additional dollars will be provided.

In describing the proposed Conference, the applicant shall address the following Tasks:

1. Describe how the Conference is aligned with the Council's 5 Year State Plan Goal for Information Sharing.
2. Describe the purpose of the proposed Conference and if a structured planning committee is necessary to assist in planning for the Conference. If so, describe what sort of activities the committee will undertake.
3. Describe how Conference printed materials will be developed to meet the needs of participants, including how materials/speakers shall be culturally competent and sensitive to the needs of the participants, materials provided in plain language or in alternative formats. Packets of information shall be given to each registered participant and shall include a copy of all power points and related information shared at the proposed Conference.
4. Describe the proposed theme and topics that will be shared.
5. Describe how outreach to underserved and unserved populations will occur. State the expected number of participants to attend.

6. Describe the proposed format for the Conference, proposed date(s) and that the location(s) has full accessibility.
7. Describe the registration process to ensure that the needs of the participants will be fulfilled, and that the registration process is fully accessible.
8. Describe briefly the proposed speakers that will be considered for topics, how they will be chosen and if travel/retainer fees will be involved.
9. Describe the proposed partners and other sponsors that will be involved and their role in planning for the proposed conference.
10. State the estimated overall cost to hold the proposed Conference.

Section 5. Evaluation:

Evaluation is an integral part of the program development and execution. Data collected helps to establish the presence of need and opportunities, improving program, and demonstrates success. Applicants will be asked to administer two types of Evaluation surveys. The instructions are as follows:

- a. With your application, submit a draft **'End of Conference Evaluation Survey'** that will document the total number and type of participants in attendance (i.e. consumers, family members, youth, professionals, other). Names of individual participants shall not be disclosed. Ensure that the **'End of Conference Evaluation Survey'** at a minimum will address these points:
 - a-i. Captures feedback/comments from participants. Specifically how information gained at a Conference will be used to empower and promote informed decision making when making choices by persons with developmental disabilities.
 - a-ii. Captures feedback/comments from participants on the effectiveness of the speakers, materials provided, location of the Conference, and overall experience and usefulness of the Conference, other areas as necessary.
 - a-iii. Includes the questions developed by the Administration on Intellectual and Developmental Disabilities (AIDD) "Consumer Satisfaction with Council Supported or Conducted Activities". This information is attached on page xx of the RFGA and shall be part of the overall evaluation tool submitted for review to the ADDPC prior to the Conference taking place.
- b. The **'Post Conference Evaluation Survey'** is attached on page XX of the RFGA and shall be distributed to a minimum of 30% of the Conference participants. Applicants shall have conducted their Conference by the end of the 9 months of the Contract Period and shall devote the remaining 3 months to capturing outcome data for the ADDPC per the requirements. Applicants shall use any method to reach out to participants via email, phone, mail, Survey Monkey, focus group or other means.

b-i. Describe what methods will be utilized to carry out the **'Post Conference Evaluation Survey'** to ensure that a minimum of 30% of Conference participants are targeted for the **'Post Conference Evaluation Survey'**.