DRAFT: Scope of Work

Development of the ADDPC Community Inclusion Index

Part 1

Background

Indicators are measurements that describe conditions, simplify complex data, measure progress, and track trends over time. They are objective and policy neutral, presenting facts and descriptions rather than explanations. By answering "what," quality indicators prompt people to question "why." This can lead to improved analysis, accountability, and policy change. Investment in valid indicators promotes civic dialogue and provides the kind of feedback needed to build more inclusive and sustainable communities.

In an effort to improve access to disability data and establish these indicators, several organizations have created indicator websites. However, they either don't offer localized information specific to Arizona and its counties, or they don't analyze the indicators desired by ADDPC. A few examples are listed below:

Cornell University: http://disabilitystatistics.org/reports/acs.cfm?statistic=1http://disabilitystatistics.org/reports/acs.cfm?statistic=1

The Rehabilitation Research and Training Center on Disability Statistics and Demographics: https://disabilitycompendium.org/sites/default/files/iod/reports/overall-prevalence-report-pdfs/overall-prevalence-report_AZ.pdf?ts=1526320766

National Core Indicators: https://www.nationalcoreindicators.org/

Healthy People 2020: https://www.healthypeople.gov/2020/data-search/midcourse-review/lhi

Establishing measurements and indicators are important and necessary to assure that Arizona is moving in the right direction towards advancing community inclusion of people with developmental disabilities. ADDPC is seeking an organization to create digital visualizations and a method to easily update them, collect additional data, and complete brief write ups that can be included on the ADDPC website under a Community Inclusion Index page.

Part 2

Total Amount Available

$50,000

Number of Funded Applicants

Single award

Eligibility

Eligible: The solicitation is open to the following organizations/agencies with experience in website development, mapping, charting, data collection and analysis, and data visualization development. Experience with developing indicators and disability data is a plus:

- Non-profits,
- For-profit businesses
- Colleges/Universities
- Web-based Firms

Definition

Community Inclusion Index: A graphical representation of progress towards inclusion over time by state and county. The Index uses indicators, such as employment, education, housing, etc...to evaluate factors that are crucial to the success of the county or state.

Indicators: Measurements that describe conditions, simplify complex data, measure progress, and chart trends over time. They are objective and policy neutral, presenting facts and descriptions rather than explanations.

Community Inclusion: Community inclusion is demonstrated through community participation, presence, and valued relationships between people with and without disabilities. It occurs more often among people with disabilities when they are provided equal opportunities, accommodations to participate, and are valued and respected by those who are in power.

Part 3

What is the Purpose or Desired Outcome?

The Council desires a Community Inclusion Index page that includes mapping, charts, and infographics to share how Arizonans with disabilities are performing across several domains:

- Demographics
- Employment
- Education
- Housing
- Transportation
- Poverty rates

This data shall be aggregated to create a "Community Inclusion Index" which will allow comparisons of inclusiveness across time and geography within and outside Arizona and nationally. This information will give individuals, groups and whole communities an opportunity to determine where they stand in promoting community inclusion and gauge their progress over time.

In addition, measurable indicators applied to disability will help ADDPC further its mission of making Arizona a more inclusive community for all stakeholders in the state, especially those residents with developmental disabilities. It will provide a "common ground" dataset for constructive dialogue across different disciplines, departments, sectors, and policy-makers. It will also promote evidence-based decisions in policy evaluation and provide a way to share supplemental and original data from future ADDPC research initiatives.

What types of activities will be funded?

It is expected that the Applicant will complete the following activities as part of this scope of work:

- Complete data collection, which includes Demographics, Education, Employment and Labor Force, Poverty, Race/Ethnicity, across Arizona counties, Arizona, Colorado, New Mexico, Utah, and Nevada, and the United States. The most recent years, 2012-2016 5-year averages, have already been collected.

- Create web-based graphics to present the data. Mapping to show disparities in county-level and state-level information should be used. The maps do not need to be interactive.

- A brief write-up should accompany each set of indicators.

- Design a layout for the data and visualizations that is accessible to screen reading software and aligns with other web accessibility standards that follow Web Content Accessibility Guidelines (WCAG) and includes text that is easy to understand at a fourth-grade level.

- A Community Inclusion Index aggregating the data should be created for Arizona and its counties using Housing, Transportation, Poverty, Education, and

Employment data. A sample of one showing progress can be found here: https://www.healthypeople.gov/2020/data-search/midcourse-review/lhi

- The final product should be tested by end users with disabilities before final roll-out.

It is preferable that a method be used to upload the data into the ADDPC website that is easily accessible so that ADDPC staff may update the data annually; for example, the use of Google spreadsheets may be helpful. It is expected that the Applicant will train ADDPC staff on how updates can be done.

The Applicant shall develop and implement activities using plain language, so that the data is easy to understand. The visualizations should also have descriptors for those who use screen reading software. The designed webpage should be accessible to screen reading software. It is expected that there will be frequent communication with the ADDPC Director as the product is developed. It is important to note that ADDPC uses a Drupal web-based platform.

Part 4

Project Narrative

In the following Project Narrative section, Applicants must describe how ADDPC's desired outcome will be achieved during the one-year contract period. Maximum number of pages, not including any attachments, is 10 pages. Use 12-point font size, single space, and use only these fonts: Verdana or Arial.

1) Briefly describe the capacity for the Applicant organization to successfully complete the goals of this project. Provide any previous experience with the activities requested in this scope of work, and a link to the final product(s), if available.

2) Provide the name(s) of the key staff who would be assigned to this project, their educational background, length of time with organization, current title at firm, and previous experience with disabilities, and data analysis and graphics. Attach current resumes or CVs of each team member involved. Resumes/CVs are excluded from the 10-page maximum.

3) Provide a time line with key tasks and what is needed from ADDPC to complete the project within the project year. It is important that what is developed be tested by the end user before final roll-out. Ensure this is built in to the timeline.

4) If key staff left the organization during the contract period, what would the Applicant organization do to ensure project activities are continued on time, and completed successfully with the project year?

5) Provide up to two current references. Include contact information, and briefly describe the type of research conducted, for whom was the research conducted for, and when the research was completed.

6) Provide total all-inclusive cost. Calculate total hours to complete work x hourly rate. What are the total hours to be devoted to this project on a weekly basis?