

Background Information

About NACDD

The National Association of Councils on Developmental Disabilities (NACDD) is the national association for the 56 Councils on Developmental Disabilities across the United States and select Territories. The DD Councils receive federal funding to support programs that promote self-determination, integration, and inclusion for all people in the United States with developmental Disabilities. NACDD received a five-year contract from the Administration for Community Living (ACL) to administer training and technical assistance to Councils on Developmental Disabilities through the Information and Technical Assistance Center for Councils (ITACC).

NACDD is a registered 501c3, headquartered in Washington DC.

Background

State/Territory Councils on Developmental Disabilities

State Councils on Developmental Disabilities are funded through formula grants authorized under Subtitle B of the DD Act. State Councils are uniquely composed of individuals with developmental disabilities, parents, and family members of people with developmental disabilities, representatives of State agencies that administer funds under Federal laws related to individuals with disabilities, and local and nongovernmental agencies. Members of a Council are appointed by a state's governor.

Councils pursue systems change (e.g., includes the way human service and other agencies do business so that individuals with developmental disabilities and their families have better or expanded services and greater participation in community living), advocacy (e.g., includes educating policy makers and system leaders about unmet needs of individuals with developmental disabilities), and capacity building (e.g., includes working with state service agencies to provide training and benefits to direct care workers) to promote independence, self-determination, productivity, integration and inclusion of people with developmental disabilities in all facets of community living.

Councils utilize strategies such as training, educating policy makers and communities, coalition development, barrier elimination, and demonstration of new approaches to service. These strategies are incorporated into a five-year State Plan that includes, and is based on, a comprehensive review and analysis of services, supports, and other assistance in the State available to individuals with developmental disabilities. Each Council submits a five-year state/territory plan to OIDD, which must be reviewed and revised, as appropriate, annually.

Administered by the National Association of Councils on Developmental Disabilities (NACDD)
1825 K Street, NW, Suite 600, Washington, DC 20006

Central to the DD Act is self-determination. Councils work in partnership with individuals with developmental disabilities and family members to encourage the development of a consumer and family centered comprehensive service system that supports this concept.

Currently, there are 56 State Councils on Developmental Disabilities in the 50 states, the district of Columbia, Puerto Rico, Guam, the Northern Marianas, Virgin Islands and American Samoa.

[The DD Act of 2000](#) mandated that an accountability process be implemented to monitor State Councils and other entities funded under the Act. This process includes identifying and reporting on progress achieved through advocacy, capacity building, and systemic change activities using performance measures as indicators of progress. Each Council is required to report annually on performance measures in the goal area(s) in which they are working. The Administration for Community Living, Office of Intellectual and Developmental Disabilities (OIDD) must submit a report to Congress at least once every two years. The report must include activities that focus on coordination and collaboration within and across the DD Network programs.

The 5-year Training and Technical Assistance Contract Technical Proposal included the following information for the Knowledge Development Objective: Council Evaluation Capacity.

The Council Evaluation Capacity effort is part of the knowledge development area. The intention is to increase the knowledge base and capacity of Council staff and members to carry out their mandated activities and will lead to overall improved performance and outcomes of Councils.

Council Evaluation Capacity: DD Council network evaluation capacity will be significantly expanded through existing resources and additional investments. Specialized T/TA support will be provided to Councils in the form of general T/TA efforts and targeted T/TA efforts with Councils with a goal of improving their evaluative efforts through state plan implementation.

Priority is placed on this T/TA effort because demonstrating DD Council impacts through their investments with federal funds is key to showing and communicating effectiveness and value. An expert-level evaluation consultant will be secured to develop education materials, tools, and resources with **training** to assist staff through three distinct evaluation phases (conceptualization, implementation, and project closure).

T/TA efforts will include reviewing existing materials, enhancing, or developing resources and strategies to help DD Councils improve outcomes, and awareness of areas where improvements can be made so that performance-based effectiveness and impacts are increased.

T/TA efforts to educate DD Councils about quality assurance activities associated with pre and post strategic planning initiatives may be developed through practice group or subject matter expert engagement groups with support from the dedicated evaluation expert to improve DD Council practices.

Proposal Due date, requirements, and negotiation

This Request for Proposal represents the requirements for an open and competitive process. **Proposals will be accepted until 3:00 pm ET, January 14, 2022.** All proposals must be submitted electronically to Robin Troutman (rtroutman@nacdd.org) and Sheryl Matney (smatney@nacdd.org). Any proposals received after this date and time will not be evaluated. Contract terms and conditions will be negotiated upon selection of winning bidder for this RFP. All terms and conditions will be subject to review by NACDD legal advisors and will include scope, budget, schedule, and other necessary items pertaining to the project.

DD Council Evaluation Capacity Project: Scope of Work

Project Objective

Through this Request for Proposal (RFP), the National Association of Councils on Developmental Disabilities (NACDD), through its Information and Technical Assistance Center for Councils on Developmental Disabilities (ITACC) is seeking a qualified, expert-level subject matter expert in evaluation methods and practices used in the planning, implementation, and completion phases of evaluation to provide **training and support** using dynamic adult learning design and techniques.

The desired services are to be tailored and targeted toward DD Council staff members responsible for evaluating state plan activities and measuring progress and impact. The expected result is to **increase knowledge about and transfer skills** that will help DD Council staff as they plan, implement and complete evaluation processes to measure the impact of their work.

Length of Project

January 2022 – September 29, 2022. This initial contract will be for nine months with the option to extend for an additional four (4) years upon approval by ITACC and ACL/Office of Intellectual and Developmental Disability Staff.

Funding information

\$40,000 for the federal fiscal year 2022 (ending September 29, 2022) and annually thereafter pending option year approvals. The proposer must include a line-item budget with labor hours and hourly rates for personnel. Proposed costs must meet allowability rules for federal funds.

Location

Remote work.

Tasks/Activities

Assessment of needs

There is a need to gather information from DD Council staff about their current evaluation processes and level of understanding about evaluation, monitoring, and assessment activities they use to measure progress, outcomes, and impact. A report will be developed that categorizes prevalent needs within the general phases of evaluation processes (planning, implementation, and completion). This task is to occur in year one. Proposers should offer information about how they would conduct the assessment, identify timelines for the assessment, and identify what activities will require support and partnership with TTA staff.

Council Evaluation Capacity Project Priorities

Proposers should describe their capacity to address the following priorities associated with the identified planning phases. The proposer should describe key **training and resources** deliverables (e.g., training courses, training materials, resources, and tools) for the work proposed and include information about strategies to help DD Council staff assess outcomes, recognize gaps, and work towards performance-based effectiveness and impact. The response to this section should include a timeline spanning from federal fiscal year 2022 through 2026 that describes priority tasks and a general timeframe for addressing.

Planning phase: Priorities for the planning phase include identifying and selecting indicators that link to state plan goals, objectives, and activities. Indicators should focus on outcomes, be clear to understand, and connect to a data source. Other priorities include determining methods for collecting data, identifying target audiences, and assessing the feasibility of each target audience, ensuring cultural appropriateness and use of plain language, analyzing the data collected, developing a reporting plan for sharing the evaluation results, and determining a dissemination strategy and plan.

Implementation phase: Priorities for the implementation phase include efficiency and effectiveness when carrying out the evaluation plan to measure towards planned performance targets and using evaluation and monitoring findings to guide program improvement activities.

Completion phase: Priorities for the completion phase include knowledge about summative, outcome and impact evaluation, ability to examine immediate outcomes and long-term impacts, and summarizing overall performance of the plan including efficiency and sustainability.

Quality Assurance

Proposers should describe how they will **increase knowledge** on the topic of integrating pre and post strategic planning initiatives through quality assurance assessment and analysis and provide an outline of content to be included with a description of deliverables (materials, resources, tools)

Collaborative Meetings

For the first year, the proposer should plan for four (4) collaborative meetings with leadership from NACDD/ITACC and OIDD staff. Upon approval of the extended option years, the proposer should plan for and expect six collaborative meetings per year with leadership from NACDD/ITACC and federal staff from OIDD.

Reports

Monthly reports will be required that detail work performed, including progress on performance measures (e.g. outputs and outcomes) (if applicable) associated with the activities. Information about challenges and lessons learned should also be included.

Personnel Qualifications

Experience and Education – Resumes/CV, professional experience and/or education of the person/or people that will perform the services. Reflect knowledge and ability in content expertise and training skills. Include knowledge and/or experience using core concepts of diversity, inclusion, cultural and linguistic competence, equity, evaluation, and evidence-building.

If applicable, describe current or prior experience related to the evaluation of other federally funded projects or entities.

Organizational or Individual Experience

Describe you or your organization's ability to deliver the services requested. Include information that demonstrates evidence of ability to provide resources and services that are satisfactory to the customer and a description of continuous quality improvement activities.

Evaluation Criteria and Scoring

1.0 Response to Need and Purpose (10 Maximum points)

The proposal contains sufficient information to determine that the offeror understands the need for and purpose of this project.

Rubric: Exceptional (10); Good (8); Acceptable (6); Marginal (4); Unacceptable (0)

2.0 Description of Objectives/Services to be Provided (35 Maximum points)

The proposal contains a narrative description of the activities to be performed, including a description of how the priorities will be addressed that is adequate and sufficient to accomplish the requirements of the RFP.

Rubric: Exceptional (35); Good (28); Acceptable (21); Marginal (14); Unacceptable (0)

3.0 Description of Staffing (20 Maximum points)

Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant knowledge and experience in research, evaluation, performance measurement, and evidence-building; concepts of diversity, inclusion, cultural and linguistic competence, and equity; and evidence-building.

Rubric: Exceptional (20); Good (15); Acceptable (10); Marginal (5); Unacceptable (0)

4.0 Description of Project deliverables (35 Maximum points)

The proposal contains a description of the required deliverables and information about implementation and effectiveness. The description should include an explanation of (a) how the provider will monitor the progress of the work and accomplish the outcomes; (b) how the provider will identify and address any project issues, problems, or concerns, as they emerge; and (c) how the provider will evaluate the effectiveness of the project.

Rubric: Exceptional (35); Good (28); Acceptable (21); Marginal (14); Unacceptable (0)

TOTAL MAXIMUM POINTS 100

Additional Information

This Request for Proposal represents the requirements for an open and competitive process.

Proposals will be accepted until 3:00 pm ET, January 14, 2022.

The proposal selected (individual or organization) shall be solely responsible for performance and management of the work. Subcontracting any portion of this work must be pre-approved and confirmed in writing prior to work being assigned to a subcontractor.