**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 its 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 is a registered 501c3, headquartered in Washington DC.

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 3:00 pm ET, September 15, 2017. 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.

**Evaluation Project Scope of Work**

**Project Objective:**

To design and implement a high-quality evaluation plan and process for the Information Training and Technical Assistance Center for Councils (ITACC) Training and Technical Assistance contract awarded to the National Association of Councils on Developmental Disabilities not to exceed $15,000 for FY 2018 with option to extend in FY 19, 20, and 21 at $15,000 per fiscal year (total available $60,000).

**Purpose of the project:**

To develop and implement a comprehensive evaluation plan for the Technical Assistance (ITACC) contract activities that will inform staff and AIDD about the effectiveness of technical assistance related activities and create recommendations for improvement.

**Current evaluation methods used:**

Quantitative: Surveys with data elements

Qualitative: Open-ended questions on surveys, document review, and interviews.

**Deliverables:**

* One evaluation plan (including formative and summative assessments) by October 30, 2017. Plan should cover the base year, and subsequent option years (FY 17-20), include methods to address customer satisfaction, change in participant’s knowledge, attitudes, and skills, effectiveness, and impact of training and technical assistance activities.
* Schedule at least one monthly conference call with NACDD/ITACC staff to review past activities with an evaluation component and discuss upcoming activities with an evaluation component.
* Develop all project evaluation tools designed for identified TA activities (occurs in month of scheduled activity).
* Collect, analyze, and summarize all evaluation results (by task/activity). Monthly analysis of survey results from planned T/TA activities (due the 10th of each month).
* Monthly written assessment (with recommendations on the effectiveness of the evaluation tool and other recommendations, as appropriate) of evaluation results as applied to T/TA activities (due the 10th of each month).
* Annual evaluation report includes final assessment that informs the effectiveness of T/TA strategies; an assessment of quality, and; recommendations that will inform annual strategic plan updates for T/TA activities.

Note: All reports and evaluation tools and documents must be delivered electronically and in accessible format to NACDD and ITACC.

**Task/Activity Deliverables: FY 2018 Planned Tasks/Activities with Evaluation Components**

Monthly items:

* Rapid Response trends (based on monthly Rapid Response reports)

Annual meetings:

* Technical Assistance Institute
* Executive Director Orientation
* Chairperson Leadership Training
* Territory Roundtable Meeting

Annual surveys:

* Comprehensive Information Dissemination Survey
	+ Website satisfaction
	+ Field Notes satisfaction
	+ Disabilities Awareness month
* Comprehensive Technical Assistance Product Survey

Annual Reports:

* Annual evaluation summary/report

As needed:

* Topical Webinars
* On-site TA visits

**Background**

***The 5-year Training and Technical Assistance Contract Technical Proposal included the following information on Evaluation:***

NACDD/ITACC staff intends to obtain expert consultation to develop and guide an evaluation plan for this project, and funds are budgeted for consultation to develop the overall plan early in the first year of the project. The evaluation plan will be used throughout the project to demonstrate the ability of T/TA staff to achieve the required goals and objectives and deliver required products in a timely manner. The evaluation plan will serve as ongoing self-monitoring with formative results reported monthly as part of the work plan progress report. The evaluation plan will include utilization of self-reporting methods for program evaluation and assessment to ensure quality operations, performance, and outcomes. Evaluation of participants’ changes in knowledge, attitudes, and skills for specific TA activities will be measured and reflected as part of the summative results. To gather this information, participants will be asked to self-report their level of knowledge following a T/TA event and indicate how the training and information will be used in their role with the DD Council. Assessments will also include information gathering about how the information provided through T/TA will be used in their work, and ultimately, how the information impacted their work. Another facet of evaluation includes satisfaction about the T/TA event and a request for feedback about T/TA delivery methods. Participants are asked to provide information about ways to enhance and improve the T/TA service delivery. Further evaluation is used to assess the effectiveness and usefulness of the Annual Technical Assistance Institute. Feedback on the event is summarized and referenced when planning future trainings. Survey software is utilized to evaluate web-based and teleconference T/TA events with results analyzed to inform the effectiveness of the T/TA strategy and to assess quality. A summary evaluation report will be delivered annually by October 30 for each contract year to the AIDD PO. The evaluation plan will be updated each option year to align with the annual strategic plan updates.