



Maryland Developmental Disabilities Council

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Maryland Developmental Disabilities Council *Seeks Expert Consultant to Develop Measurable Goals, Logic Model, and Evaluation Plan*

Proposals due Monday, November 23, 2020

Purpose

The Maryland Developmental Disabilities Council (Council) is seeking assistance with the following tasks related to the development of our FY2022-2026 State Plan:

1. Converting priority issues selected by the Council into measurable goals, objectives, and activities;
2. Developing a simple logic model based on the goals, objectives, activities, and related outcomes; and,
3. Developing an evaluation plan that is easy for Council staff and members to use for monitoring and reporting purposes in regard to the State Plan goals. The evaluation plan will assess the progress of the Council's grant-funded initiatives, as well the effectiveness of its policy and advocacy work conducted by staff.

Background

The Maryland Developmental Disabilities Council is a public policy organization that advocates for the inclusion of people with developmental disabilities in all facets of community life by eliminating barriers, creating opportunities, empowering people, and promoting innovation. The Council was established by the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) and reports directly to Administration for Community Living, Administration on Disabilities, Office of Intellectual and Developmental Disabilities (OIDD).

Every five years the Council submits a State Plan to OIDD that defines our priorities reflected in goals and objectives. It is used as a road map for how we will accomplish these goals and allocate our resources. Performance results are reported annually to OIDD. The next State Plan will be submitted in August 2021 and takes effect October 2021.

As a first step, Council work teams developed distinct priority recommendations, which will be voted on in December 2020. After they are adopted formally in December, they must be combined, organized, and translated into goals, objectives, and activities with measurable outcomes. Once the goals, objectives, and activities are finalized, we must develop a logic model and evaluation plan. These are the three tasks the Council seeks expert assistance to complete.

Scope of Work

The consultant will:

1. Review the priority recommendations adopted by the Council and develop related goals, objectives, and activities to be incorporated in the Council's new State Plan. They must be written and organized in a manner that allows evaluation and reporting and meets OIDD requirements and standards.
2. Develop a simple logic model that meets OIDD requirements and is useful to the Council staff, Council members, and grantees.
3. Develop a comprehensive evaluation plan, including data collection methods and procedures that can be implemented by a small staff. The purpose is to ensure the Council's ability to effectively measure and report progress toward, and achievement of, short term and intermediate outcomes. The evaluation plan will also provide guidance and direction to grantees regarding expected outcomes.
4. Assist the Council in completing the Evaluation Plan section of the State Plan that summarizes and explains the Council's evaluation process. Details are on pages 13 and 14 [here](#).

The Council is open to the best, most effective way to construct our new goals, objectives, and activities; logic model; and evaluation plan as long as they are in compliance with OIDD requirements. The evaluation plan must be realistic and cost effective for a small staff to implement. In fact, we seek a format for all of these components that is more streamlined, easy to use, and uncomplicated.

The contractor will work in consultation with the Council's Executive Director and Director of Operations, who will provide required direction, guidance, information, input, review, and approval.

Recommendations that have to be translated into goals, objectives, and activities

There will be approximately 30 recommendations to review and work with. They fall into these broad categories: self-advocacy, supports to individuals, supports to families, employment, and leadership development. We expect to group the recommendations into 3-4 goals.

The consultant will work with staff to identify intended, measurable outcomes for the recommendations – some of which are narrowly stated while others are more broadly stated.

Reference Documents

[Click here](#) for the Council's current State Plan goals, objectives, and activities (these will be replaced in the new State Plan).

[Click here](#) for ACL's State Plan Instruction Resource.

[Click here](#) for ACL's draft performance measures that the Council will choose from related to the goals & objectives we establish.

Timeframe

The anticipated start date for this contract is December 14, 2020.

- Deadline for finalized goals, objectives, and activities: February 16, 2021.
- Deadline for logic model: February 16, 2021.
- Deadline for evaluation plan: June 30, 2021 (The Council will review and adopt the goals, objectives, and activities document in March 2021. Work on the evaluation plan can begin after that).

Who is Eligible to Apply?

Individuals and organizations with proven experience in outcome-based planning like the Council is undertaking are eligible to apply. Applicants should have experience developing goals and outcome measures related to public policy/systems change work; experience developing goals and outcome measures for services is not sufficient.

Experience with small organizations is preferred. Knowledge and experience with disabilities is preferred. Knowledge and experience with State Plan requirements is preferred.

Applicants do not have to be located in Maryland. Organizations currently receiving Council funds are considered to have a conflict of interest and are not eligible to apply.

Instructions for Submitting Proposals

Proposals should be no more than 8 pages, double-space, single sided, with text in a font size of 12 or larger. Pages must be numbered. Narrative proposals must contain the following:

1. Description of qualifications and experience related to **each** of the main tasks outlined in the Scope of Work;
2. A clear description of the process to complete all deliverables, for example a work plan, including an expected timeframe; and,
3. A firm, fixed bid price to complete all deliverables.

In addition to the 8-page narrative, please attach:

1. Resume(s) of the consultant(s) who will work directly with the Council – no longer than 2 pages each.
2. A copy of a) goals & objectives, b) a logic model, and c) an evaluation plan developed by the consultant(s). Include examples related to public policy/systems change work.
3. 3 references from current or previous clients.

All factors listed here will be used to evaluate proposals.

Pre-proposal Conference

A pre-proposal conference will be held via a teleconference call on **Monday, October 19, 2020 at 12:30 p.m. EST**. Contact Shawan Pearson at spearson@md-council.org to register. A call-in number will be sent to the registrant.

The pre-proposal conference will be the only opportunity to ask questions. Participation, however, is not mandatory. Participants are encouraged to send questions to spearson@md-council.org prior to the teleconference. They will be answered on the call.

Proposal Due Date

Proposals are due in the Council office by Monday, November 23, 2020 by 12:00 (noon).

Proposals must be submitted electronically to info@md-council.org. Please request a delivery receipt to assure that your proposal is received.

NOTE

This document can also be found at md-council.org if you have difficulty with the hyperlinks.

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