



Request for Proposal Announcement- Program Evaluator

Autism NOW: National Autism Resource and Information Center
A National Initiative of The Arc, funded by the Administration on Intellectual and
Developmental Disabilities Grant #90DN0283/01

Application and budget due: January 10, 2014

Expected program period: February 3, 2014 through October 15, 2014

Purpose

The Autism NOW Center (the Center) seeks an experienced program evaluation professional to design, implement and analyze a quantitative and qualitative analysis to assess services delivered by the center from October 2010 through September 2014. This program evaluation will be conducted to appraise and recommend improvements to Autism NOW Center (www.autismnow.org) delivered to people on the autism spectrum, family members, professionals, researchers and others that use center services.

It is anticipated that the four component survey process will include:

- Designing and distributing an electronic questionnaire to individuals that have participated in Autism NOW Center events, trainings, who have used the Center's informational materials, or engaged in information and referral services
- Developing a script, protocols and conducting three focus groups of individuals that have used Autism NOW Center services
- Developing a script and interviewing between eight and ten key informants (individuals that have used Autism NOW Center services).
- Analyzing demographic and learner satisfaction (of training events) information from an electronic data base
- Analyzing the questionnaire, focus groups data, key informant interviews and database
- Preparing a written mid-term update (June 30, 2014) and final report (October 31, 2014) that includes an Executive Summary and comprehensive report of all findings.

Following the conclusion of this project and within 90 days of the completed deliverables, the evaluation professionals will destroy and/or delete the data upon request of The Arc. The Arc retains the full rights to the data and publishing rights; any subsequent interest in analyzing or publishing data findings will require further negotiation with and approval by The Arc prior to engaging in such work.

Optimal timeline of the analysis is a start date of February 3, 2014 through October 15, 2014. As other events are dependent upon an on-time completion of the analysis and report writing, all applicants must assure that the project will be completed by October 15, 2014. Applicants are responsible for providing a competitive bid for this project that realistically reflects the costs of conducting their plan.

The total amount of funding for this contract will not exceed \$14,900.

Proposal

Applicants are invited to submit their proposal that includes the following:

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- Overview of the applicant's organization and resources related to this project, including an overview of proposed personnel experience in the field of autism
- Plan for analysis including a statistical methodology
- Estimated timeframe for completion, with a breakdown of estimated hours per staff person that will be devoted to this project
- Assurances that the project can and will be done within the stated timeline
- Security assurances that the data will remain in the possession of only those that will be working on the contract and a description of how data will be stored during this project
- The name and qualification of staff will be engaged in this work, their percentage of FTE and a description of how supervision for ancillary staff will be provided.

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- Budget with line items for salaries, wages, indirect costs and other operational costs.
- Bid should be competitive and reflect the actual costs of analysis.

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- Staff Vita
- Samples or online links to similar work conducted.

Proposals should be limited to four double spaced pages for the narrative, one page for the budget, and as many pages for the staff vita and samples as needed.

Criteria for selection will be based on quality of plan of analysis, staff qualifications, and budget. Proposals can be emailed directly to Karen Wolf-Branigin at wolf-branigin@thearc.org. Fax copies will not be accepted.

Questions can be directed to Karen Wolf-Branigin via email. Due date for all proposals is 4:00pm Eastern Standard Time January 10, 2014.

The Autism NOW! Center is a national initiative of The Arc. Funded by the Administration on Developmental Disabilities Grant No. 90DN0283.