



ASSOCIATION OF UNIVERSITY CENTERS ON DISABILITIES

RESEARCH, EDUCATION, SERVICE

REQUEST FOR PROPOSALS

**TO DEVELOP A DIVERSITY AND INCLUSION ACTION PLAN FOR THE NATIONAL
NETWORK OF UNIVERSITY CENTERS FOR EXCELLENCE IN DEVELOPMENTAL
DISABILITIES (UCEDDs)**

**ADMINISTRATION ON INTELLECTUAL AND DEVELOPMENTAL DISABILITIES AND
THE ASSOCIATION OF UNIVERSITY CENTERS ON DISABILITY (AUCD)
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SILVER SPRING, MD 20910**

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UCEDD Resource Center
A project of AUCD, in partnership with AIDD, to strengthen and support the network of UCEDDs

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STATEMENT OF PURPOSE

The [Administration on Intellectual and Developmental Disabilities](#) (AIDD) is seeking a consultant to develop an Action Plan¹ which outlines goals, actions, timelines, and resources needed to build the capacity of the National Network of [University Centers for Excellence in Developmental Disabilities](#) (UCEDDs) to systematically reduce and eliminate disparities and inequities in access to and utilization of services experienced by individuals with DD and their families who are members of historically underserved racial, ethnic, and linguistically diverse groups across the lifespan. In this context, the National Network of UCEDDs includes the 67 UCEDDs, the UCEDD Resource Center (URC) (the UCEDD technical assistance provider at the [Association of University Centers for Developmental Disabilities](#) (AUCD)), and AIDD as the federal administration providing monitoring and oversight to the UCEDD network. AIDD is committed to put into practice the Diversity and Inclusion Action Plan, at all levels of its authority and in the communities with which members of the UCEDD network collaborates to meet the goals of the Developmental Disabilities (DD) Assistance and Bill of Rights Act of 2000. AIDD commits to continuously assess the integration of evidence-based strategies and practices in the Diversity and Inclusion Action Plan by UCEDDs in their core function activities (i.e., interdisciplinary pre-service preparation and continuing education; community services including training, technical assistance, and model and demonstration services; research including basic and applied research, program evaluation, and public policy analysis; and information dissemination) and monitoring the individual outcomes of Network members as well as the Network as a whole. The Diversity and Inclusion Action Plan builds on existing knowledge of the barriers experienced by individuals with DD from underserved groups and will be aligned with programs and initiatives in the Administration for Community Living to leverage resources and maximize impacts.

The five goals of the Diversity and Inclusion Action Plan are to:

1. Transform the DD and related service systems to address chronic inequities experienced by individuals with DD from underserved racial, ethnic, and linguistically diverse groups;
2. Strengthen the nation's DD infrastructure and workforce to meet the needs of an increasingly diverse population;
3. Advance the health, safety, self-determination, productivity and self-sufficiency of all individuals with ID/DD across the lifespan;
4. Advance scientific knowledge and innovation to address chronic inequities; and
5. Increase the efficiency, transparency and accountability of AIDD-funded programs.

The Action Plan is intended to address the framework needed that will underpin what can be built in five (5) years to create long-term measurable progress. It should address what is needed to orchestrate organizational and system change in an environment that is highly political, resource depleted, and widely varying in socio-cultural contexts across the country. The framework for the Action Plan should include the following levels of impact: 1) policy, 2)

¹ An **action plan** is a document that lists what steps must be taken for the UCEDD national network to achieve a specific goal, clarifies what resources are required to reach the goal, who will be responsible for carrying out changes, and formulates a timeline for when specific tasks need to be completed.

administration, 3) UCEDD core function delivery, 4) consumer and family, 5) community, and 6) individual faculty, staff, and students. These levels of impact should be addressed for three audiences: 1) the UCEDD network, 2) AUCD as the technical assistance provider to the UCEDD network, and 3) AIDD as the federal funder of the UCEDD network. Finally, the Action Plan should include recommendations for data points to serve as measures of progress.

BACKGROUND INFORMATION

AIDD has conducted many activities to attempt to understand the landscape which would inform the development of this action plan, including but not limited to:

- Increasing workforce diversity through: (1) [Leadership Institute for Cultural Diversity and Cultural and Linguistic Competence](#) coordinated by the Georgetown UCEDD; (2) [AIDD Diversity Fellowships at 14 UCEDDs](#); (3) [Minority Partnership Projects](#) at the USC UCEDD and California State University Los Angeles and Georgia UCEDD and Morehouse School of Medicine
- A number of UCEDDs have leveraged their funding from AIDD to develop [partnerships with Minority Serving Institutions](#) (MSIs).
- The Georgetown UCEDD has leveraged AIDD funding to create the [National Center on Cultural Competence](#)
- Funded by AIDD, AUCD has recently developed an interactive, web-based Diversity & Inclusion Toolkit (www.ImplementDiversity.Tools) that includes objectives, strategies, tools, and resources for the Network as it seeks to increase diversity at all levels; integrate cultural, linguistic and cross-disability competence across all activities; and engage with underrepresented communities to reduce disparities in access, outcomes and quality.
- Funded by AIDD, AUCD has held several webinars and community conversations addressing topics of diversity, inclusion, and cultural and linguistic competence.
- With DD Network partners, promote legislation in states to address racial, ethnic, and linguistics disparities in access to DD and related Services ²

SCOPE OF WORK

The consultant will:

1. Work with existing leaders within the UCEDD Network and outside of the network who are experts in racial disparities in the DD system and in related systems and/or have expertise in develop an Action Plan to move the UCEDD Network forward.
2. Engage existing leaders within the UCEDD Network (at UCEDDs, the URC, and AIDD) who will be responsible to implement the Action Plan and report on progress. This includes engagement with the consortium of UCEDDs funded to implement the [UCEDD Network Diversity & Inclusion Training Action Planning Grant](#).

² See for example *A Report by the Taskforce on Equity and Diversity for Regional Center Autism Services*. CA Senate Select Committee on ASD and Related Disorders (2014) and Trailer Bill Language 4519.5 requiring California's 21 regional centers to post their purchase of service data by age, race/ethnicity and language annually and to hold public hearings to engage the community in finding solutions (Disability Rights CA).

3. Conduct an environmental scan to quickly evaluate existing work and resources in this area for inclusion in the Action Plan and to identify current gaps which need to be filled to move the system forward.
4. Develop a draft Action Plan (which includes resources and funding needed) to be vetted by existing leaders organized by AUCD who will be key to integrating components of the final Action Plan.
5. Analyze feedback and results from the existing leaders, and incorporate findings in a final Action Plan

DELIVERABLES

1. Environmental scan to evaluate existing work and resources for inclusion in the Action Plan and to identify current caps which need to be filled to move the system forward: completed by January 31, 2017.
2. A draft 5-Year Diversity & Inclusion Action Plan: completed by June 30, 2017.
3. A second draft 5-Year Diversity & Inclusion Action Plan: completed by August 30, 2017.
4. The final 5-Year Diversity & Inclusion Action Plan will be submitted to AIDD and AUCD by September 28, 2017.

QUALIFICATIONS:

1. Knowledge and experience in change management and performance measurement in diversity, inclusion, and cultural and linguistic competence in non-profit, higher education, and government settings.
2. Knowledge and experience in the research, literature, and implementation of diverse, inclusive, and cultural and linguistic competent practices and organizations.
3. Proven ability to work within an organization and engage others in creating a vision and philosophy around diversity, inclusion, and cultural and linguistic competence in support of the mission.
4. Experience working with underrepresented communities.
5. Deep knowledge of societal issues of inequity and imbalance, both historic and current.
6. Influences through strong relationships; can manage a complex set of stakeholders.
7. Experience utilizing universal design for learning, and culturally responsive approaches in interacting with stakeholders and developing materials.
8. Strong facilitation and organizational skills.
9. Superlative presentation, verbal and written communication skills.

CONTRACT DETAILS

Period of Performance

The period of performance for developing the Diversity & Inclusion Action Plan is one year from October 1, 2016 through September 29, 2017. All work must be scheduled to be completed within this timeframe. Any modifications or extensions must be requested through AUCD and will require review and discussion with federal project officers well in advance of the deadline for the project.

Budget and Payment

Maximum fee for this project is \$100,000. Indirect costs are capped at 8%.

Type of Contract

A fixed-price contract will be executed through the AIDD Technical Assistance Contract awarded to AUCD.

EVALUATION CRITERIA

Proposals will be evaluated by a peer review group. Proposals will be scored according to the following points criteria:

- Conceptual and philosophical framework 15 points
- Consultant qualifications 15 points
- Understanding of scope of work 20 points
- Technical approach 35 points
- Timeline 10 points
- Budget and justification 5 points

HOW TO SUBMIT A PROPOSAL

Proposals must be in PDF format and include the elements noted above in Evaluation Criteria.

An informational call will be held July 28, 2016, 4:00-5:00 pm eastern time. To access the call, dial 1-866-682-4676 or join online at http://aucd.adobeconnect.com/add_ta/. Proposals must be submitted electronically to drudolph@aucd.org by August 31, 2016.